

Job Objectives for Education Services Specialist (ACES)

Job Objective 1: Analyze the ACES manpower and fiscal documents and studies to determine equitable resources using patterns of program delivery to attain standard delivery of services. Special projects related to manpower and resource data are completed within acceptable quality levels and by assigned suspense dates.

Measurements:



Contributing Factor: Resource Management

Relevant Mission Alignment: Goal 2

Weight: 35%

Job Objective 2: Lead and participate in special projects and/or working groups, apply technical expertise to develop, change or implement standard processes and practices for ACES. Represent IMCOM ACES in higher-level working groups, committees and boards. Special projects are completed within acceptable quality levels and by assigned suspense dates resulting in efficiency of processes.

Measurements:



Contributing Factor: Cooperation/Teamwork

Relevant Mission Alignment: Goal 3

Weight: 30%

Job Objective 3: Provide complete, well reasoned and well researched advice, assistance and training for ACES personnel related to program and services to include SOP, training guides, and tools resulting in increased efficiency of processes. Promptly address all issues which are identified via oral or written communication. All responses are provided within established timelines to meet suspense dates.

Measurements:



Contributing Factor: Technical Proficiency

Relevant Mission Alignment: Goal 3

Weight: 35%